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tions of conditions that retard progress or limit usefulness and discussions of their remedies may be of more real value than statements of theories and enthusiastic presentations of the results of departments which in reality are the fringes only of the drapery of library service. We hear all about the value of new and improved methods and the success which they are bringing. We are given glimpses of ideal conditions which sooner or later are to pervade the library world. This is well in its place; but how about the imperfections of our system and the failures which come from unwise methods, or methods good in themselves, imperfectly applied? When some method fails, its failure should be acknowledged as broadly as its advent was proclaimed, so that its further course may be prevented. We hear little of those failures; and the useless experiments may continue unchecked by the experience of those in whose hands they have been found unsound.

We are apt to forget that there were errors or imperfections inherent in an organization, imperfect at first, which still exist and are hindrances to the best development of our work. The skilful engineer is attentive in finding and correcting the danger points in his machinery; and he who trusts his life to a cable fears the weak link which may be in that chain and thinks less of those that are perfect.

These considerations have prompted the presentation of this paper which presents, inadequately, I fear, the results of a some-

what prolonged observation of a condition which lies at the root of library administration and is detrimental wherever it exists. Like the family physician, I have made a diagnosis, have found an organic trouble and its cause, and have fixed its location. It belongs to the skilful specialist to find a remedy. It may be that the cure can come only by evolution, and that the appointing powers of the future by that may be brought to act wisely and with intelligence in the choice of trustees. I can only suggest a remedy which is limited in the possibilities of its application. The incorporation of library boards in a number of instances has resulted in a removal from political influences and in most cases in the establishment and continuance of efficient boards. Objections may develop in time. I hardly think they will be serious; and at present the existence of a corporate body, having in itself the powers of election, seems most beneficial.

The subject of "Branch libraries, with suggestions to trustees," was presented by W. H. Brett and Mr Hodges, in the form of descriptive comment upon a series of stereopticon views illustrating branch buildings, in Cleveland, Cincinnati and elsewhere.

The officers of the section were re-elected for the ensuing year, as follows: W. T. Porter, Cincinnati, chairman; Thomas L. Montgomery, Harrisburg, secretary.

## CATALOG SECTION

### FIRST SESSION

In the absence of both chairman and secretary, Dr E. C. Richardson called the Catalog section to order May 24 at 8.30 p. m. Miss Sula Wagner acted as secretary.

Mr Hanson, chairman of the Committee on rules, gave a brief survey of the his-

tory of the committee. He read a few of the points brought out in the preface to the proposed code, such as entry under pseudonym for public libraries and under real names for reference libraries with references from other form in each case, entry of societies under first word not an article, etc.

Dr Richardson pointed out that any dis-

cussion tending to change the rules which had been so carefully worked out was unnecessary, but that it might be profitable in instruction and might eventually assist in the preparation of a new edition.

Mr Hopkins, of the Carnegie library of Pittsburgh, recommended that the rules be printed as soon as possible, that they be printed at Washington, and that an edition be printed also on cards in accordance with the recommendation of the committee.

Dr Richardson mentioned that it had also been suggested that an abbreviated code be printed for the use of small libraries.

Mr Gould, of McGill university, Montreal, advocated an abbreviated edition in addition to the complete code. It should amount to a selection from these rules and should be made by the committee.

Mr Lane suggested instead a revision or rewriting of one of the handbooks, such as Miss Hitchler's or Miss Plummer's, which would present the matter in a more informal manner than would be possible in a formal code of rules.

Dr Richardson called for a discussion of points likely to interest the section which had been suggested by Mr Bishop. A discussion followed on English compound names, married women, English noblemen, pseudonyms, periodicals, joint author entry, a collection of essays by various authors, etc. Mr Hanson asked that suggestions be written and handed to members of the committee.

Then followed a short discussion of the revised "List of subject headings" being prepared by Miss Crawford.

On suggestion of Dr Richardson, Mr Gould moved that the Catalog section tender its heartiest thanks to the committee on rules for its work. The motion was seconded by Dr Little, Bowdoin college, and unanimously carried.

## SECOND SESSION

The second session was held on the evening of May 28. Dr Richardson being

obliged to leave, the president of the A. L. A. appointed Mr Carl Roden, of the Chicago public library, as chairman. Mr Roden accordingly called the section to order. He appointed as nominating committee Mr Gardner M. Jones, Salem, Mass., and Miss Parham, Bloomington, Ill.

A discussion followed on the amount of detail necessary for the catalog of a small library. The general opinion among librarians of small libraries seemed to be that pagination was of little or no use. It seemed to be the consensus of opinion that the particular class with which recataloging should begin depended on the needs of the particular library. Mr Hastings, Library of Congress, pointed out that it might be well to begin with those classes already recataloged by the Library of Congress in case the L. C. cards were to be used, as by the time those classes were finished the Library of Congress would probably have completed others and more cards would thus be available.

Miss Harriet B. Gooch, Public library, Louisville, Kentucky, then read a paper on

## THE NEW CATALOG

Knowing that you will soon discover in this new catalog an old friend in a slightly different dress, I will say that in this paper, which is introductory to the practical use of the Library of Congress cards, the expression "new catalog" is used to designate the catalogs which are being formed from these cards all over the country.

That the library is no longer set apart for a few favored souls who seek it has not come about suddenly, but is the result of striving and great effort on the part of those seers who saw before them the possibilities of the library to the masses, in every day life. We, as library workers, are in the open, in the struggle, we are shoulder to shoulder with the child as he develops, the adult in the practical working out of his life, and with the student who carries before the beacon light of civilization. The popularizing of the li-

brary shows most plainly in the establishment of numerous public libraries, but it is also, no doubt, felt in the use of college and more scholarly libraries.

How has cataloging kept pace with these changes? Are we removing all the useless gilt edge albums and melancholy hair wreaths from this now open and hospitable apartment?

The use of the card catalog indicates one of the first changes towards modern methods. No doubt we would have to go back farther than a century to find the first use of slips for a catalog, and we know that they were used in the Harvard college library and the Boston public library more than half a century ago. The card catalog may be only a transitory stage in the evolution of the catalog, for there are some annoyances and disadvantages connected with it, but it is, at the present stage, absolutely necessary. With the rapid printing of not only the new novel so greatly in demand, but of more solid works showing the rapid development of countries, sciences, etc., we must keep our catalog up to date. This is the one indisputable advantage of the card catalog.

With the card catalog as a basis the next great factor is cooperation, that catalogers all over the country may not be duplicating work which might be done once for all. A universal printed catalog, in which each library could indicate its possessions, has been discussed, at intervals, since 1600. The A. L. A. catalogs of 1893 and 1904 were compiled partly with the idea that small libraries would find them useful as catalogs of their own collections. Any one who has attempted to use either of these A. L. A. catalogs as even a basis for a catalog of his library knows how impossible it is to state that all the books in the catalog are in the library or that all the books in the library are in the catalog, or to have the patrons of the library understand the impossibility. These catalogs manifest in a small way the disadvantages to be found in a universal book catalog for large libraries. No, cooperation in cataloging could not come through a book

cataloging, but by way of the printed cards.

In 1893 the Library Bureau began to print catalog cards for a selected number of new books. This work the Library Bureau continued until September 1896,—printing in that time over 12,000 cards for each subscriber, at a cost to the less than 100 subscribers of from \$37.00 to \$45.00 per year. The printing was then transferred to the Publishing section of the A. L. A., and continued until 1901. Libraries using the cards issued by the L. B. or A. L. A. were obliged to subscribe for the whole set whether or no they added the books to their collection. On the other hand they could not expect cards for all the books added.

Meanwhile the Library of Congress, under its able leader, was solving for us the problem of cooperation in cataloging. In October, 1901, a circular was sent to libraries throughout the country, stating that the Library of Congress would furnish duplicates of any of its own printed cards to any library wishing to purchase them.

It is needless for me to enumerate the advantages of the L. C. cards to those who have used them. To the small library with small income, and a librarian with "plenty of time to write cards," let me say, by all means send for the L. C. cards even for your few additions. If, as a librarian of a small library, you have plenty of time, bestir yourself, for, as in housekeeping, there is no end to the duties of the librarian. The mechanical work of writing cards, although necessary, is criminal if we do it by hand when we can have it done by a machine. Spend our time instead, in giving assistance to some one who does not know what to read. The cost of 4 blank cards is 1c., the cost of 4 cards cataloging a book is 31-2 cts., and the work is as accurate as an expert can make it. The accuracy of the work seems to me to far outbalance any hair splitting considerations as to the expense.

Has all this mechanical as well as mental assistance in our cataloging affected the form of the catalog? Surely this part

of the work must need readjustment, and we should be alive every moment to the opportunities of adapting our work to the change. The great heart of our cataloging is accuracy—a constant, permanent quality. The next important quality is uniformity, and this is the pivot on which we must swing for readjustment—uniformity where possible, where the lack of it would be confusing to the user of the catalog, but never for appearance, made at the sacrifice of economy. It matters little to the majority of users whether or no the author's name is repeated in the title, or the imprint before or after the collation. The person for whom the L. C. bibliographical information is too long will probably never read it or puzzle it out.

For each book, with few exceptions, the L. C. prints a single form of card, and this must be adapted with as little work as possible to the various uses of cards in the library. This will lead to our dispensing with many varied forms of cards. Entries under title, subject, editor, illustrator, translator, secondary authors, etc., can all be made by writing the required entry in the upper margin of the L. C. card. Underscore if possible the part to which you wish to call attention in the body of the title, in the contents, or in the note. The including pages may be added after the collation for an analytical reference. In analyticals other than title some libraries also write the title of the part analyzed in the upper margin, if it is not otherwise mentioned on the card. I should do this in exceptional cases and not as a rule. When the title of subject analytical calls for an author other than that of the main entry of the book, write the name just above the main author. Usually this will mean only two lines in the upper margin. If the author of the analytical is distinctly mentioned on the printed card the name can often be underscored and used for alphabetizing without writing it again at the top. It is surprising when we once put behind us the spendthrift temptation of uniformity how easily the unit form of the L. C. card can be adapted to our needs.

Series and reference cards and many analyticals must still be made by the individual library.

Many large libraries have found the colored cards for bibliography, biography and criticism useful. In order to use the L. C. cards and still have the bibliography, biography and criticism cards file together in our library, we stamp For biography of, etc., at the top of the card over the subject. In most libraries the L. C. card can be used for the shelf list. In the union shelf list of large libraries with many branches, especially in fiction, such shelf list cards as are in the Buffalo and Cleveland libraries, seem to be preferable.

Have we come to a unit or one-form-of-card system of cataloging? I am not prepared to say we have, although the tendency is in that direction. If we must write our own cards, an analytical card of the usual form generally conveys much more clearly and in a shorter form, the information we wish to impart.

In recataloging an old library, in whole or part, there is the great advantage of knowing just what editions of the books are to be cataloged. The library may possess an old book or card catalog which can be used in sending the order to the Library of Congress. If there is a list in alphabetical order, check up on it the books in the library. Cross off all but main entries, and also all the entries for books published before 1898. Leave all entries, even before 1898, for work in the classes completely cataloged at the Library of Congress. An estimate of the number of cards necessary can be made as the list is checked. I would not advise giving either subject headings or class numbers at this time, for the L. C. cards may give you valuable assistance on both points. Check each book showing that L. C. cards have been ordered. Send the list,—that is the revised printed catalog, to the Library of Congress,—pay all penalties for irregularity of entries and lack of serial numbers, and be thankful that you live in the age of L. C. cards. On receipt of the L. C. cards it will be advisable,

where the L. C. entry of a book differs from the entry under which the order was sent, to alphabet the cards waiting to be used under the order entry or to make a reference from it to the L. C. entry. This will save many a long search.

Usually in recataloging, none of the old records can be used, and it is necessary to go through the shelves writing a slip for every book published after 1898, or checking the "A. L. A. catalog" if the entries are found there.

In recataloging the old library of some 50,000 volumes which formed the nucleus of the Louisville free public library, it was necessary to catalog the fiction before the library could be open to the public. Works of fiction were checked up, as described above, but instead of writing slips we took from our old card catalog the author entries, stamped them with the name of the library, sent them to the L. C., ordering three cards in each case. The same old catalog cards were afterwards used in our official catalog. In a month and a half a force of six entirely untrained assistants, with the head of the cataloging department, had 5,000 volumes of fiction ready for circulation. About one half of the number was provided with L. C. cards, without which the work could never have been accomplished in that time. Then we sought through the whole library for books in the "A. L. A. catalog," or copyrighted after 1898, omitting American history. For American history we secured the traveling library of L. C. cards on this subject. The books were collated with the cards ordered by serial number. Our experience with the traveling catalog was not as great a success as we had anticipated, as this catalog, which is very large, is expensive to transport. It fell to our lot, being at the end of the circuit, to pay transportation both ways. There was some saving in both time and money, but the number of cards ordered must be large to make a traveling catalog of this size pay.

Now that we have thoroughly tested the value of the L. C. cards let us recall the

prophecy of one of our pioneer librarians, who said, when the L. C. plan of card distribution was first introduced, "This will make for all of us less drudgery and more inspiration; it will relieve us of a considerable burden; it will produce economy and increase efficiency and it appeals strongly to our trustess and the business men." All this it has done.

Miss JULIA T. RANKIN, Carnegie library, Atlanta, Georgia, then read a paper on

#### PRINTED CARDS FROM THE LIBRARY OF CONGRESS

**How to order them.** The first step to be taken toward getting L. C. cards, is to write to the Library of Congress, Card section, for all printed information concerning distribution of cards. This "Handbook of card distribution" should be read carefully, particularly that part pertaining to the scope of the stock. To avoid ordering cards which are not within the scope of the stock, it is absolutely necessary to read all the bulletins issued by the card section.

After having read the handbook, the next step is to deposit with the Library of Congress, a certain amount against which the cards purchased are charged. I would recommend sending not less than \$5. When this amount has been used the Library of Congress notifies the library, and another deposit is made.

After relations have been established, the actual ordering can begin. The handbook tells you this can be done in two ways—on cards or on sheets. The former I would recommend, using standard size slips. These slips can be made out in two ways—by author and title (see p. 28 of the Handbook), and by number. The latter costs less. If any of the books for which cards are wanted are in the "A. L. A. catalog," the number can be found beside the entry in the catalog. Right here let me say that there is a conflict between the A. L. A. numbers as printed in the "A. L. A. catalog," and the numbers in the

consecutive series for copyright books printed in 1898. This conflict results in confusion in very few cases, as it only runs up to no. 398; and in ordering from the "A. L. A. catalog," *A. L. A.* can be added to the number to avoid trouble. Put the serial number in the center of the slip, followed by the number of cards wanted, thus: 5—25875/3

The L. C. numbers for current books can be found in the "A. L. A. booklist" and "Book review digest," and in making order slips for new books these L. C. numbers can be copied, and when the book comes, the order sent to the Library of Congress for cards. Cards should not be ordered until books are actually in the library. When in Montgomery, organizing the library there, I had very little time, and in order to expedite matters, I ordered cards when the books were ordered, and regretted it when the list of "shorts" came back from the publisher.

When ordering by author and title, the directions given in the "Handbook" should be followed for author, title, etc., followed by number of cards wanted, indicated as in the other method. When the slips have been made out they should be stamped at the bottom with the name of the library, arranged alphabetically by author, or numerically, as the case may be, (there is an extra charge when this is not done) then sent to the Library of Congress, using the frank provided for the purpose. When the cards come, they are accompanied by a bill, which should be carefully checked. The cost is two cents for the first card, and a half cent for each additional card.

It has always been a marvel to me how accurate the Library of Congress is in matters of the merest detail. We have found but one error in the amount charged, and that was for a trifling sum—two cents I think—and after considerable correspondence, the mistake was proved on the Library of Congress, and the amount refunded.

Not only should the bill be checked, but the cards must be compared carefully with the original slips which are returned with

them; and if the wrong cards have been sent, return them with the slip attached, and with a brief note. All mistakes made by the Library of Congress will be gladly corrected, but the subscribing library must stand for all careless mistakes made in the order. The charge slip shows extra charges made on account of these errors, such as omitting author's forename, date of publication; an extra charge is also made for sending in slips unarranged.

When relations are first established with the Library of Congress, a slip is sent to the subscribing library, on which the library indicates what variations in edition will be accepted. This slip is kept by the Library of Congress, and is used in filling orders, because there are many times when cards varying from the order can be sent and will be accepted and used, making the necessary changes on them, of course. Frequently the slips are returned without cards, and with check marks explaining the reason (p. 30 of Handbook). One soon learns that *n. p.* means "No prospect," and that *C* followed by a question mark means practically the same thing.

**How to use them.** Now for a word concerning the actual use of the cards; one should be used for author, one for title when necessary, and one for subject. If the type-writer is used (and I think it is an excellent investment for even very small libraries) the additional information to be filled in on the card is not so noticeable, and makes a very neat looking card. In the Carnegie library of Atlanta, we use all capitals (in red) for subject headings, and fill in call numbers in upper left hand corner. I do not think it is advisable to accept cards when the edition differs to any considerable extent; if it is only the publisher and place, the type-writer can run a line through that part of imprint on the card, and supply it below.

The form of name adopted by the Library of Congress should be used whenever it is possible, and here the new library has the advantage of the older ones, because there are no old cards to be used as a guide. The invariable rule adopted

by the Library of Congress, to use the real name, is sometimes unfortunate—as in the case of Mark Twain, and Susan Coolidge (Woolsey); but I think the library just starting a catalog, should follow the Library of Congress just as far as possible, for form of name.

It seems to me that for current fiction it is just as well to make the cards on the type-writer, if an author slip has to be made, because sending for cards causes some delay in getting the books out. The Carnegie library of Atlanta uses no numbers for fiction, so, the cards do not take much time in the making.

We use the cards very extensively for subject analytics. The subject is filled in

in red, and just following publisher's date in imprint, the inclusive paging for material analyzed can be found. We use L. C. cards for the shelf-list.

After some further discussion on the size of card to be used, color of ink for subject headings, etc., the chairman asked for a report of the Nominating committee. Mr Jones reported for chairman Miss Agnes Van Valkenburgh, Milwaukee public library; for secretary, Miss Faith E. Smith, Sedalia (Mo.) public library, who were unanimously elected. The section then adjourned, to meet at the next annual meeting of the Association.

SULA WAGNER, Secretary.

## CHILDREN'S LIBRARIANS' SECTION

The meeting of the Children's Librarians' Section was presided over by Miss Alice M. Jordan, of Boston. The opening paper was given by Miss H. E. Hassler of Portland, Oregon, on the subject "Rules and regulations." The sub-topics were **Registration, Age limit, and Fines.** The speaker noted the importance of wise rules. The first time that the child really assumes any formal responsibility of citizenship is when he signs the register and agrees to obey the rules of the library; hence, whatever else the rules are not, they must be *just*. In the Portland library, when a child makes application for a card the librarian writes a personal note to the parent in order to come into friendly co-operation. A book register is kept, which the applicant signs, after his simple obligations have been explained to him. The name of the school is a useful item on the register. Membership in a children's department needs to be renewed at not too long intervals, possibly once a year, in order that track may be kept of the children. In charging books, it is important to put the book number on the card, otherwise the librarian has no record of the individual child's reading; she cannot

carry such records in her memory and cannot without them guide children's reading intelligently. The speaker advocated granting a card as soon as children could sign the register and use books. She discussed also the matter of leaving the children's room for the main library. At about 15 years of age a child may be considered old enough to be transferred. This is done somewhat formally in Portland. The last Friday of each month is designated for graduating members from the children's room. At that time each graduating member is introduced by Miss Hassler to the Chief of the circulating department, who explains location of books, lists, rules, etc., governing the main library. Fines should not be remitted except for some extraordinary reason. The librarian should not be a respecter of persons, but should sometimes give the borrower the benefit of the doubt. Rules must be made for the best good of the larger number.

Miss Hassler's paper was discussed by Miss C. S. Allen of Milton, Mass., who spoke on **Registration**. In Milton an alphabetical file of registration slips is kept instead of a book register. Instead of a letter to parents, a minor's certificate is used,